



TITLE: BUYER I **DEPT: EMRTC**

STARTING RATE or SALARY RANGE \$18.00 - \$20.00

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

JOB SUMMARY:

JOB FUNCTIONS:

Review, submit, and monitor all EMRTC Travel

Monitor, document and maintain all purchasing and credit card transaction records

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Knowledge of public purchasing practices and procedures. Knowledge of computerized purchasing, accounts payable, inventory and receiving operations. Skill in evaluating, documenting and awarding purchase contracts. Skill in communicating with staff, scientists, engineers, students and public. Skill in communicating in verbal and written form. Skill in negotiations and conflict resolution. Skill in personal computer operations (Word Processing, Spreadsheets and Databases).

DESIRED QUALIFICATIONS:

Knowledge of fund accounting practices and principles. Skill in developing and writing detailed specifications for sealed bids. Knowledge of Federal Funded purchases under Federal Acquisition Regulations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 10%	Sitting 80%	Walking 5%	Pulling 1%
Pushing	Lifting 5%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu